

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: City Attorney

BAND	GRADE	
DEPARTMENT: Legal	ACCOUNTABLE TO: City Council	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible and held accountable for Lake Havasu City's legal affairs. Duties include: providing legal advice and guidance; preparing or directing the preparation of legal documents; directing or preparing and presenting civil and criminal cases; directing the day to day operations of the City Attorney's office; preparing and administering the departmental budget; managing the City's water resources; developing, interpreting and implementing policies; and, representing the City's legal interests.		
DISTINGUISHING CHARACTERISTICS: The City Attorney is the second level of a two level attorney series. The City Attorney is distinguished from the Assistant City Attorney in that the City Attorney supervises the Assistant City Attorney and is responsible and held accountable for the City's legal affairs. This is an unclassified (appointed) position that serves at the pleasure of the City Council.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Provides advice to divisions/departments, the Mayor and the City Council on legal matters to include: interpreting legal and procedural policies; interpreting federal, state and local laws and regulations; reviewing proposed legislation to determine its impact; drafting and reviewing communications on legal issues; and, drafting policies.	Daily	
2.	Prepares and/or directs the review and preparation of legal opinions, ordinances, resolutions, contracts, deeds, leases and other legal documents.	Weekly	
3.	Prepares and represents the City in civil cases before County, State and Federal Courts and administrative tribunals.	Weekly	
4.	Directs the prosecution and appeal of criminal cases and code enforcement cases before the municipal court.	Weekly	

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5.	Directs and supervises the day to day operations of the City Attorney's office by assigning work and cases, reviewing work, ensuring staff are trained and evaluating performance of staff.	Daily	
6.	Prepares the departmental budget and monitors departmental expenditures.	Monthly	
7.	Develops, interprets and implements departmental policies, procedures, guidelines and standards.	Monthly	
8.	Represents the City's interests at the regional, state and federal levels.	Monthly	
9.	Manages special projects to include: acquiring new and protecting existing water resources; establishing a preventive legal care program; and, working with departments in meeting City-wide environmental compliance.	Daily	
10.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Management theories and principles;
- Legal issues;
- Legal terminology;
- State, federal and local laws and regulations;
- Legal procedures;
- Municipal water laws.

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Skills (position requirements at entry):

Skill in:

- Directing, reviewing and monitoring work of staff;
- Presenting facts, evidence and opinions in a clear and concise manner;
- Lobbying City's interests;
- Managing projects;
- Handling matters which are high profile, confidential, controversial and/or sensitive;
- Performing legal research;
- Interpreting laws, regulations and ordinances;
- Drafting legal documents;
- Reviewing documents for legality issues;
- Giving oral presentations;
- Identifying and investigating legal matters;
- Negotiating and mediating;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Juris Doctorate and seven years of progressively responsible experience practicing law including four years of management level responsibilities; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Admission to the Arizona State Bar;
- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (clm)

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